



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
AGING AND DISABILITY SERVICES ADMINISTRATION  
PO Box 45600 · Olympia, WA 98504-5600

**HCS MANAGEMENT BULLETIN**

**H09 - 019 – Procedure**  
**May 19, 2009**

**TO:** Area Agency on Aging (AAA) Directors

**FROM:** Bill Moss, Director, Home and Community Services Division  
Kathy Marshall, Director, Management Services Division

**SUBJECT:** **Intent to Award America Recovery and Reinvestment Act (ARRA) funds for Congregate and Home Delivered Meals**

**PURPOSE:** To announce intent to award ARRA funds and share background, terms and conditions for use of these funds

**BACKGROUND:** ARRA includes funds for congregate and home delivered meals. The funds are intended to be used to provide meals to those eligible under existing Older Americans Act (OAA) Title III definitions in need of food, to restore nutrition services that may have been cut and restore related positions that may have been cut or eliminated.

ARRA funding distributed through Area Agencies on Aging in Washington totals \$1,286,686 dollars for congregate meals and \$633,445 dollars for home delivered meals.

Funding amounts were determined based on data submitted to Congress by the Administration on Aging (AoA). This data included calculations about each state's average meal cost. Data also included estimates for increased meal counts that could be attained with ARRA funds based on state-submitted 2007 National Aging Program Information Systems (NAPIS) data with add-ons related to inflation and fuels costs. These calculations assist in estimating meal count increases in each AAA.

When planning for use of ARRA nutrition funding, keep in mind that the OAA Title III-C (Senior Nutrition Program) base funding increased in FFY09 and that may help sustainability.

**WHAT'S NEW, CHANGED, OR CLARIFIED** Each AAA is receiving ARRA funding for congregate meals and home delivered meals. The allocations are based on the OAA funding formula.

The expected outcome is that use of ARRA funds will result in an increase in the number of congregate and home delivered meals provided to those eligible under OAA, Title III.

Estimates for the percentage increase in meal counts to be met are based

on the total FFY 2008 meal count divided by your final TC31 and TC32 awards after AAA transfers, with further adjustments based on anticipated collateral costs. The minimum meal count increase based on ARRA funding is 6% over FFY08.

The ARRA funding comes with additional federal reporting requirements. To date, federally-required data elements are identified as: number of meals, number of individuals served, number of jobs created and number of jobs retained.

Data elements related to number of meals, and number of individuals served will be integrated into the existing NAPIS data collection system. Keeping with the existing trend toward monthly data entry, AAAs will be responsible for ensuring that required ARRA meal count data is entered on a monthly basis.

ADSA will be collaborating with AAAs on data collection and identifying ways to make sure ARRA meal counts are accurate and capture any of the following: 1) restoration of cuts to previous meal counts; 2) avoidance of planned cuts where applicable; and/or 3) restoration or retention of jobs.

Use of ARRA funds must be tracked and reported separately from Title III C-1 (Congregate Meal) and Title III C-2 (Home Delivered Meal) funds.

Administrative expenditures are limited to 10% of funding. Fifteen percent match is required for both administration and services.

Use of ARRA funds can be more flexible than regular nutrition dollars as Dietary Reference Intake (DRI) requirements do not apply.

Be advised that only those ARRA meals that do meet the DRIs and all other OAA Title III/VI requirements may be counted for NSIP funds.

ARRA funds may be used to replace already existing or planned cuts to nutrition programs, however; ARRA funds should not serve as a reason to make new cuts to nutrition services

ADSA will provide new information on ARRA and Office of Management & Budget Office data requirements as it becomes available.

Transfers between ARRA funds or between ARRA and TIIIB/TIIIC funds, is not allowed.

**ACTION:**

1. Continue to engage in local planning processes to develop implementation plans for use of ARRA funds in context of also exploring use of CY 2009 Title III-C funds.
2. Plan for monthly data entry and develop capacity for submission of data by June 30, 2009.
3. Information about ARRA funds will be included in the two year update of Area Plans due October 2009.
4. Amend/execute contracts with nutrition providers to include expected

outcomes for use of ARRA funds.

5. ARRA funds must be assigned by September 30, 2010 and expended by no later than December 30, 2010.
6. Review attached 'AoA Frequently Asked Questions' for more specific detail about use of ARRA funds.

**RELATED  
REFERENCES:**

[Recovery Act Oversight Objectives](#)

**ATTACHMENT(S):**

**AoA ARRA Frequently Asked Questions (FAQ):**



ARRA FAQs.doc

**Projected ARRA Allocations:**



ARRA Allocations to  
AAAs.xls

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